

CITY OF RIVERSIDE

(909) 826-5697

PERMIT-BY-MAIL

Reroof - Materials over 6#/sq.ft.

❖ CREDIT CARD AUTHORIZATION ❖

(Use this form to authorize payment by credit card for construction permits)



For permits indicated on the attached documents, please charge our (please check one)

☐ Visa

☐ MasterCard

☐ Discover

☐ American Express

Account Number

- - -

Expiration Date

-

\$ Amount of Permit (see page 3 for fees)

\$.

Name

Mailing Address

City

State

ZIP Code

Telephone Number

FAX Number

Authorized Card Holder Signature

Date

(This Box to be completed by Building & Safety Staff) Permit Number:

INSTRUCTIONS FOR CREDIT CARD PERMITS

1. Complete and MAIL the following items to:

City of Riverside - Building & Safety Division

3900 Main Street

Riverside, CA 92522

Attn: Dee Lamboy, Plans Examiner

- a. This Credit Card Authorization Form OR a **CHECK** for the appropriate amount.
 - b. The Permit Application and the Permit Fee Worksheet
 - c. Two sets of Wet Signed Engineering Calculations and plans for the roof structure.
2. We will process your permit applications during working hours, usually within 24 hours.
 3. We will mail you a copy of the permit/job card, approved calculations and receipt.
 4. Inspections will be performed at your request. You may request an inspection after the permit has been issued by calling (909) 826-5361.

CITY OF RIVERSIDE

Building & Safety Division

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❖ PERMIT APPLICATION ❖



NOTE: ONLY A LICENSED CONTRACTOR OR THE LEGAL PROPERTY OWNER MAY APPLY FOR THIS PERMIT.

Job Address: _____

IF YOU ARE A LICENSED CONTRACTOR APPLYING FOR THE PERMIT, COMPLETE THE (CONTRACTOR & PROPERTY OWNER'S INFO):

Contractor Name: _____ Phone #: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Contractor's License #: _____ City Business License #: _____

CONTRACTORS -- You must also complete the information contained in Boxes ①, ③, ④, & ⑤ below.

IF YOU ARE THE LEGAL PROPERTY OWNER OR CONTRACTOR APPLYING FOR THE PERMIT COMPLETE THE FOLLOWING:

Property Owner's Name: _____ Phone #: _____

Property Owner's Address: _____ City: _____ State: _____ Zip: _____

PROPERTY OWNERS -- You must also complete the information contained in Boxes ②, ④, & ⑤ below.

① **LICENSED CONTRACTORS DECLARATION** I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____ Lic. No: _____ Date ____/____/____

Contractor Signature _____

② **OWNER-BUILDER DECLARATION** I hereby affirm that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon and who contracts for such projects with a contractor(s) licenses pursuant to the Contractors License Law.).

☐ I am exempt under Sec _____ B & P.C. for this reason _____

Date ____/____/____ Owner Signature _____

③ **WORKERS' COMPENSATION DECLARATION** I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier & Policy No. _____ (ATTACH A COPY OF YOUR CERTIFICATE)

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date ____/____/____ Applicant _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES, AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SEC. 3706 OF THE LABOR CODE, INTEREST, & ATTORNEY' FEES.

④ **CONSTRUCTION LENDING AGENCY** I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ.C.).

Lender's Name _____ Lender's Address _____

⑤ **APPLICANT'S SIGNATURE** I certify that I have read this application and state that the above information is correct, I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Riverside to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant (Contractor or Owner) _____ Print Name _____ Date ____/____/____

DOC: G:\BLDG\HANDOUTS\FAX2.APP

CITY OF RIVERSIDE

❖ PERMIT FEE WORKSHEET - RE-ROOF ❖



Heavy Materials - over 6#/sq ft (Engineering Required)

DESCRIPTION OF WORK

This Permit Fee worksheet is applicable **ONLY** to re-roof projects where the re-roofing materials are in excess of 6 pounds per square foot. Generally, these materials include concrete and clay roofing materials. When these heavy roofing materials are used on a re-roofing project, the existing roof structure must be evaluated by a California Licensed Engineer or Architect to assure that the structure will support the added weight of the heavy roofing materials. Two sets of the Wet Signed Engineering Calculations, along with diagrams of the roof framing modifications are required to be submitted with this application.

Note: Re-roofing projects different than those listed above are not allowed to use this fee worksheet. For re-roof projects other than those described above, please call the Building & Safety Division at (909) 826-5697.

INSPECTION REQUEST INFORMATION

- If **re-framing or otherwise modifying the roof structure framing**, please provide viewing openings in the roof sheathing so that the Building Inspector is able to inspect the alterations from the top of the roof, without crawling through the attic. We recommend that you consult with the Building Inspector early in the project to assure that the needed access is provided and that your construction schedule is not adversely affected.
- If **re-sheathing** (i.e. new plywood over more than 25% of the roof) is part of the project, please call to schedule a Nailing Inspection before roofing over the new sheathing. Then, after the new roofing material is installed, please call (909) 826-5361 to schedule a *Final Inspection*.

Re-roofing with Heavy Materials	
Roof Area (SQ. FT.)	Permit Fee
0 - 250	\$74.50
251 - 500	\$96.50
501 - 750	\$118.50
751 - 1,000	\$140.50
1,001 - 1,500	\$160.30
1,501 - 2,000	\$180.10
2,001 - 2,500	\$199.90
2,501 - 3,000	\$219.70
3,001 - 3,500	\$239.60
3,501 - 4,000	\$259.50
4,001 - 4,500	\$279.40
4,501 - 5,000	\$299.30
5,001 - 5,500	\$319.20
5,501 - 6,000	\$339.10
6,001 - 6,500	\$359.00
6,501 - 7,000	\$378.90

FEE CALCULATION

Enter Roof Area (SQ. FT.) Here: _____

Enter Permit Fee Amount Here: \$ _____

PRODUCT INFORMATION

Roofing Brand Name: _____

Weight of Roofing (#/sq.ft.): _____

ICBO Research Report #: _____

NOTE:

For larger roof areas, please contact the Building and Safety Division for Fee Information. The fee information contained herein has been based on the following applicable fees: Plan Check, Permit, Permit Issuance, 3 Imaging, 5 Microfilm (average), General Plan Surcharge, SMIP.